

National Aeronautics and  
Space Administration

**Lyndon B. Johnson Space Center**  
2101 NASA Parkway  
Houston, Texas 77058-3696



Reply to Attn of: BJ2-09-032

Date: June 17, 2009

TO: All Prospective Offerors

FROM: BJ/Contracting Officer, Institutional Procurement Office

SUBJECT: Request for Proposal (RFP) NNJ09275555R, Printing and Mail  
Support Services (PAMSS)

The National Aeronautics and Space Administration (NASA) Lyndon B. Johnson Space Center (JSC) is pleased to release a Request for Proposal (RFP) for the Printing and Mail Support Services (PAMSS)

This procurement is a full and open competition. The contract type will be an Indefinite Delivery/Indefinite Quantity/Firm Fixed Price.

Effective immediately, all Offerors are requested to direct any future communications regarding this procurement in writing to the Contract Officer (Undersigned). All Offerors should review the final RFP and submit written questions by 4:00 p.m. (Central Time), July 6, 2009. Written answers to all questions about the RFP will be answered as an amendment(s) to the RFP without identifying the person or company that submitted the question and posted on the PAMSS website:

<http://procurement.jsc.nasa.gov/pamss/>

In addition to the instructions provided in section 6 of the RFP, Offerors are directed to Section 6.13. The proposal is due no later than 4:00 p.m., local time, July 20, 2009. In addition, the RFP specifies that proposal Volume II – Past Performance Questionnaire are requested early at 4:00 p.m., local time, July 13, 2009, but not officially due until July 20, 2009.

Proposals shall be delivered to the designated proposal receiving office by one of the following methods:

U.S. Postal Service

Commercial Delivery Service

Delivery by company employee or other individual agent

If delivery is by U.S. Postal Service or FedEx submit to:

**NASA Lyndon B. Johnson Space Center  
Attn: Sylvia Aragon/BJ2  
2101 NASA Parkway  
Houston, TX 77058**

If delivery is by commercial or hand carried, deliver to:

**NASA Lyndon B. Johnson Space Center  
Attn: Sylvia Aragon/BJ2  
1101 NASA Parkway Room 555  
Houston, Texas 77058-3696**

Regardless of the method of delivery chosen, the Offeror is responsible for delivery of the proposal to the designated receiving office no later than the date and time stated on the Standard Form 1449 of the solicitation.

Any attempt by an Offeror to deliver a proposal on a weekend or a Federal holiday shall be coordinated through the Contract Specialist at least 48 hours prior to the planned delivery date. The Offeror is encouraged to notify the Contract Specialist 1 day in advance of the proposal submission.

**Please contact the Sylvia Aragon at 281-244-5178 to schedule delivery of your proposal.**

The proposal instructions contained in Section 6.13 specify that the proposals are to be submitted in hard copy and CD.

The proposal submitted in response to this solicitation shall include the Offerors name and complete address, including street, city, county, state, and zip code. Additionally, proposals will provide telephone, fax numbers, and an e-mail address where the person responsible for the proposal can be contacted.

**Please submit all questions by July 6, 2009, for timely consideration.**

You are reminded to monitor the NASA Acquisition Internet Service website at <http://procurement.nasa.gov/> for any changes to the schedule or posting of amendments to this RFP. Also, Offerors are reminded that an announcement concerning the sensitivity of communications related to this procurement was distributed to all JSC personnel concurrently with the release of the final RFP.

A Preproposal Conference to discuss this acquisition will be held on June 22, 2009. Please monitor the websites for any changes in the schedule and for instruction regarding the conference.

Thank you for your valuable input into the Draft RFP and for your continued interest in the NASA/JSC PAMSS acquisition.

A handwritten signature in cursive script, reading "Frances L. Mahan".

Frances L. Mahan  
Contracting Officer